

SUBCONTRACT CHECKLIST \$100-\$500k

Subcontract No.

Total Estimated Cost \$

In addition to this checklist, please ensure that you document your business decisions appropriately.

	Yes	No	N/A
1. Is this an unauthorized commitment? (SI 1.3)			
2. Competition required (SP 13.1) , unless a. Written, adequate sole source justification supplied \geq \$100k (SP 6.2) b. Federal Supply Schedule (SP 8.5)			
3. Written, adequate sole-source justification (SP 6.2) a. Approved at one level above the procurement authority for this action (SI 1.2)			
4. UTR letter or training required? (SP 42.1)			
5. OCI Procedures applicable (SP 9.3) a. Preprocurement Fact Sheet completed			
6. Documentation of NonSet-Asides (SP 19.3) a. Preference given to NNM for commercial items \leq \$5M (SI 19.6)			
7. Government-Furnished Property involved? (SP 45.1)			
8. If cumulative value of GFP in the subcontractor's possession reaches or exceeds \$500k, obtain a written description of the Government Property Management System (SP 45.2)			
9. No ___ small or ___ small disadvantaged business organizations were solicited for this subcontract for the following reasons: ___ sole source justified by requester; ___ better prices known to be available from large business manufacturers; ___ to my knowledge, the item is not available from a SB/SDB; ___ previous recent solicitations of SB/SDB on this item have consistently resulted in offers that were not competitive; ___ replacement or repair parts; or ___			
10. Identify proper contract type -- for other than firm-fixed price, justify type (SP 16.1)			
11. Lease-to-Ownership (Capital Leases) all require BUS-5-4Team Leader, and UC Treasurer's Office approval, and DOE approval of lease vs. purchase decision, and LTO's less than \$100k require other approvals (SI 7.3)			
12. If work-on-site required, a. 765S incorporated b. <i>Subcontractor Certification</i> , Form 1666, signed by subcontractor and in file c. <i>Contractor Code of Conduct</i> signed by subcontractor and in file d. If required, subcontractor notified of site specific training e. If applicable, subcontractor notified of any hazards			
13. Service Contract Act for covered subcontracts \geq \$2.5k (SP 22.2)			
14. Davis Bacon Act for covered subcontracts \geq \$2k (SP 36.1)			
15. If FOCI applicable must be reviewed and approved by DOE (SI 4.5)			
16. Waiver of Buy American Act applicable for subcontracts exceeding \$2500 (for other than commercial items).Team Leader approval \leq \$100k, DOE approval \geq \$100k (SP 25.1)			
17. Work description clearly describes effort and deliverables?			
18. Formal solicitation \geq \$100k (SP 13.1)			
19. Presolicitation review (if competitive) by Team Leader when (SI 1.2) a. involves evaluation criteria, or b. exceeds buyer's signature authority			
20. Representations and Certifications \geq \$100k (SP 13.1) (Form 2002)			
21. Documentation of reasonableness of price for subcontracts \leq \$500k (SI 15.6) Form 1301			
22. Negotiation memorandum \geq \$500k (SP 4.2) (Memo to File format)			
23. Progress Payments require Procurement Manager approval (SP 32.2)			
24. Debarment, Suspension, and Ineligibility review \geq \$100k (SP 9.2)			

25. Applicable SPCs incorporated?			
26. Appropriate Terms and Conditions (765, 765C, or 7500) incorporated by reference?			
27. Notification of Unsuccessful Offerors \geq \$100k (SP 15.7)			
28. Approval from Legal Counsel for exception/deviation from standard T&Cs (SP 52.1)			
29. Team Leader approval for terminations/cancellations \geq \$25k (SI 1.2)			

Notes/Comments